SURVEY TECHNICIAN I

DEFINITION

To perform routine technical and paraprofessional land surveying support work in the field or office; and perform related duties as assigned.

DISTINGUISHING CHARATERISTICS

This is the entry-level class in the Survey Technician series. The Survey Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assist in completing field and office tasks associated with data collection, boundary surveys, horizontal and vertical control surveys (both GPS and Conventional), photogrammetric surveys, and construction staking.

Perform routine surveying calculations; prepares less complex field notes and sketches; and reviews deeds and maps.

Occasionally operate surveying equipment.

Review the work of other Survey Section staff.

Conduct minor office research and calculations related to fieldwork; report problems encountered in the field.

Use computer surveying-associated software and data collectors.

Where indicated, work with other Survey Technicians and interns performing office assignments in support of survey projects.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic mathematics covering geometry, trigonometry, and algebra.

Fundamentals and laws governing land surveying theory and practice.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment

Ability to:

Use survey equipment.

Read and follow instructions.

Perform simple surveying calculations.

Make simple drawings, sketches, and notes.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible experience in field survey, drafting, or related civil engineering work.

Training:

Equivalent to completion of the twelfth grade supplemented by college courses in engineering, mathematics, drafting, surveying, computer science/CADD or related field.

License or Certificate

Possession of a valid California driver's license.

Possession of the LSIT (Land Surveyor-in-Training) Certificate is highly desirable.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch, or stoop, sit for varying periods of time; must possess sufficient strength, stamina, agility, and dexterity to manipulate, operate, lift and carry objects, tools, and materials or equipment for field inspections, materials testing, surveying, and office work. Must possess ability to: read and write reports, correspondence, and instructions; verbally communicate in person, over a radio or telephone; see in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of traffic and weather conditions with possible exposure to hazardous materials; indoor work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. May operate equipment, tools, vehicles under daylight and evening conditions. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/05